

### **Account Collector**

**Department:** Treasurer **EEO Code:** 26

Class Code: 1424 FLSA: N

**Effective:** 01/02/1993

# **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in locating and collecting delinquent personal property and real estate taxes; and performs other work as required.

# **SPECIFIC STATEMENT OF DUTIES:**

Identifies delinquent personal property and real estate taxes; notifies taxpayer of delinquent account and attempts to secure payment; communicates with taxpayers verbally and by correspondence concerning tax issues; negotiates payment plans; follows-up on payment arrangements; issues tax liens; may refer account to County Attorney's office; may represent County in General District Court; records information about status of collection efforts; and performs other work as required.

### REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of tax law and collection procedures; of personal computers. Working skills in financial record keeping; in performing accurate mathematical computations; in establishing effective work relations with supervisors, co-workers and the general public.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a high school diploma and some college course work in business or accounting and two years of experience in credit or collection work; or an equivalent combination of training and experience.

## **ADDITIONAL REQUIREMENTS:**

None

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.